



COUNCIL FOR WORLD MISSION

MISSION SECRETARY- MISSION PROGRAMME AND PARTNERSHIP

JOB DESCRIPTION

1. ABOUT THIS ROLE

The “Mission Programme and Partnership” is one of the six primary areas of the Council for World Mission’s (CWM) Programmatic Structure. This programmatic area aims to help strengthen the CWM’s mission identity and equip member churches in achieving the vision of creating life-flourishing communities through Life-flourishing Churches in action that work together for God’s Mission in partnership. The “**Mission Secretary for Mission Programme and Partnership**” will assist CWM in developing proposals and strategies for guiding member churches to engage in mission and partnership, through the CWM’s flagship programmes like Partners in Mission (PIM), Mission Support Programme (MSP), etc.

Directly reporting to the Deputy General Secretary-Programmes (DGS-Programmes), the successful incumbent will be expected to relocate to Singapore, for a contract period of four years which can be renewed to another term. The candidate will work in partnership with member churches, ecumenical partners, and peoples’ movements in promoting peace and community development while also taking the responsibility of a particular region the person represents.

2. KEY ROLES AND RESPONSIBILITIES

2.1.GLOBAL

- 2.1.1. Assuming full responsibility on planning, budgeting, coordinating, implementing, and evaluating the programmes or projects on mission and partnership programmatic activities across the member churches and ecumenical partners.
- 2.1.2. Engaging with member churches and assisting them in developing medium and long-term mission programmes towards building partnerships to fulfilling God’s mission in the contexts.
- 2.1.3. Working in collaboration with the member churches in advocating for life-flourishing church in action responding to the contemporary challenges in various global contexts through their mission.

- 2.1.4. Engaging with and assisting all the member churches, and line-managing the CWM MSP Project Coordinator, in successfully implementing and completing the Mission Support Programmes (MSP) as a way of affirming CWM's mission identity.
- 2.1.5. Strengthening and line-managing the CWM PIM Coordinator in engaging with the member churches in sending and receiving the Partners in Mission (PIMs) and assisting the PIMs in fulfilling their missional call.
- 2.1.6. As part of the management team, assisting the CWM for public witness and diakonia in mission and partnership through effective relations with wider missional communities.
- 2.1.7. Planning and organising mission consultations, implementing strategic responses, drafting and releasing appropriate statements on contemporary missional issues and challenges.
- 2.1.8. Enabling the CWM's work on mission and building a network of member churches, ecumenical organisations and local communities through the partnerships to collectively respond to the missional challenges.

2.2.REGIONAL

- 2.2.1. Support and facilitate the member churches in the pursuit of their mission and coordinate shared mission activities of the churches in the East Asia region.
- 2.2.2. Implement CWM's global strategic objectives within the context of the region.
- 2.2.3. Assist the member churches in transforming themselves into life-flourishing communities.

2.3.ORGANISATIONAL

- 2.3.1. Work in collaboration with the other CWM staff in relevant programmatic areas and maintain clear and open lines of communication.
- 2.3.2. Work in collaboration with the finance office to prepare, monitor and manage an annual budget for the programme within the agreed guidelines.
- 2.3.3. Maintain proper documentation, prepare necessary reports and present to the administrative bodies when needed.
- 2.3.4. Integrating the Planning, Monitoring, Evaluation, and Reporting (PMER) system, and constantly working with a result-oriented approach.

- 2.3.5. As part of the Management Team, making programmatic decisions and providing executive level leadership to the CWM office.

3. QUALIFICATIONS AND SPECIAL REQUIREMENTS

3.1.EXPERIENCE

- 3.1.1. Over five years of experience in working in faith-based organisations and churches in the areas of mission and partnership with a clear understanding of global and regional missional issues, especially that of the CWM member churches.

3.2.EDUCATION

- 3.2.1. Postgraduate (PG) degree (Master or Equivariant) in the relevant area. A PhD will be an added advantage.

3.3.COMPETENCIES

- 3.3.1. Proficiency in the English language to effectively communicate through verbal, written and digital communication tools.
- 3.3.2. Ability to work in a team with mutual respect, commitment to diversity and inclusivity, and quality of discretion in handling confidential and sensitive information.
- 3.3.3. Understanding of CWM's model of working in partnership with member churches and ecumenical organisations.
- 3.3.4. Knowledge of CWM's Strategy Framework for the decade, 2022-2029.
- 3.3.5. Ability to cope with working schedules, required travels, and maintaining communications.
- 3.3.6. High level of computer skills to adapt to hybrid work style, and maintain digital communications.

4. DEADLINE FOR APPLICATIONS: 15th June 2025

To apply, please use this link to complete the online application form and attach the requested cover letter and resume.

https://form.jotform.com/CWM_HR/cwm-job-application-form

5. ABOUT COUNCIL FOR WORLD MISSION

The Council for World Mission is a worldwide partnership of Christian churches. The 32 members are committed to sharing their resources of money, people, skills and insights globally to carry out God's mission locally. CWM was created in 1977 and incorporates the London Missionary Society (1795), the Commonwealth Missionary Society (1836) and the (English) Presbyterian Board of Missions (1847).

The CWM is committed to sharing God's love and journeying with each other in our quest to create life-flourishing communities. This quest is not unique to us, the humans, but every living creature to live in harmony on this planet earth, the only home for all of us. This was the mission to which Jesus committed himself and for which he lived and died, that we may have life and have it to the full (John 10:10).

The Management team is dispersed, with offices in Singapore, the UK and South Africa and representative offices in Fiji. For more information visit our website at www.cwmission.org or follow us on Facebook or Twitter